

Woodward, Cheryl

From: Hope, Brian
Sent: Tuesday, September 05, 2017 11:01 AM
To: Woodward, Cheryl
Subject: FW: Gentle reminder from OGC/Ethics: Any transactions to report?

From: DCOGCLN1/DC/USEPA/US [mailto:DCOGCLN1/DC/USEPA/US@epamail.epa.gov]
Sent: Friday, September 01, 2017 3:01 AM
To: Scott Pruitt <Pruitt.Scott@epamail.epa.gov>
Subject: Gentle reminder from OGC/Ethics: Any transactions to report?

--- This is your gentle reminder from OGC/Ethics: Do you have a periodic transaction to report?? ---

Dear 278 Filer --

Because you file the OGE 278e, you are also required to file periodic transaction reports using the OGE 278T using INTEGRITY, the new online financial disclosure system created and maintained by the Office of Government Ethics (<https://www.integrity.gov>). You must file a periodic transaction report when you purchase, sell, or exchange certain investments like stocks, bonds, commodities futures, options or other forms of securities if the amount of the transaction exceeds \$1,000. These transactions are reportable even if they occur within brokerage accounts, managed accounts, or other investment vehicles that you own or that are owned by anyone else whose interests are imputed to you (i.e., spouse and/or dependent children).

Please note that not all transactions are reportable on this periodic basis. Don't report transactions of less than \$1000 at a time. And you don't have to file a 278T for transactions involving investments such as mutual funds, exchange traded funds, real estate, or U.S. Treasury notes.

If you have a reportable periodic transaction, then you must file the OGE 278T in INTEGRITY within 30 days of receiving notification of the transaction, but not later than 45 days after the transaction occurs. You can be fined \$200 for any missed periodic report. If you don't have any reportable transactions, then don't submit a negative report. Keep track of your transactions because even if they aren't reportable periodically, they may still be reportable Schedule B of your next annual filing. Also, the INTEGRITY system will allow you to upload your transactions automatically into the appropriate annual report.

For more assistance on INTEGRITY, check out the OGC/Ethics help page at:
<http://intranet.epa.gov/ogc/Integrity/Landingpage.html>

Thanks!

The OGC/Ethics team